



STATE OF MARYLAND
BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS
MINUTES OF THE MEETING HELD ON:
Thursday, August 18, 2022 At 10:00 A.M
Virtual Video Conference Meeting via Google Hangouts

MISSION OF THE MARYLAND BOARD OF WATERWORKS & WASTE SYSTEMS OPERATORS

The Treatment Systems that provide drinking water for our citizens and handle the wastes generated by our daily activities play an important role in protecting Public Health and the Environment of Maryland. Through the Certification Program established by State Law, the “Board of Waterworks and Waste Systems Operators” sets the education, experience and examination standards for Operators and Superintendents who work in these vital systems.

BOARD MEMBERS PRESENT

Jay Price	Sanitary Districts; Board Chair; CSAWWA Liaison
Benjamin Thompson	County Governments; Board Vice-Chair
Bruce Darner	Agriculture; WWOA Liaison
Joseph Wright	Maryland Environmental Service
Hiram Tanner	Public-At-Large
Eric Dutrow	Public-At-Large
Doug Abbot	Water Supervision
Ed Hogan	Industrial Superintendents
Connie Luffman	Wastewater Supervision

BOARD MEMBERS NOT PRESENT

Tony Sierra	Maryland Department of the Environment
Clark Howells	Municipal Governments; CWEA Liaison

LIASONS, GUEST & STAFF PRESENT

Dee Settar	Board Secretary
Jennifer Bowman	Board Counsel
Martin Fuhr	Board Staff
Pamela Franks	Board Staff
Tara Jones	MCET Liaison
Scott Harmon	MRWA Liaison
Virgiline Ongkingco	Guest, MDE- WSA/ ETAD
Georgella Samu	Guest, MDE- WSA/ ETAD
Narges Afshari-Sarabi	Guest, MDE- WSA/ ETAD

01. CALL TO ORDER

Board Chair Jay Price called the meeting to order at 10:01 AM. Roll Call was done by Pamela Franks, Board Staff. The Board meeting was conducted online using Google Meet.

02. REVIEW AND ADOPTION OF PROPOSED MEETING AGENDA

Board Members reviewed the August 18, 2022 Draft Agenda. Doug Abbot moved to adopt the proposed meeting agenda. Ed Hogan seconded the motion. The motion carried unanimously.

03. REVIEW AND ADOPTION OF DRAFT MEETING MINUTES

Board members reviewed the draft of the July 21, 2022 open meeting minutes and made several changes. Bruce Darner made a motion to adopt the minutes as amended. Joseph Wright seconded the motion. The motion carried unanimously with Board Member Ed Hogan abstaining.

04. BOARD CHAIR'S COMMENT & GUEST INTRODUCTIONS

Board Chair Jay Price opened the meeting by thanking everyone for their hard work, dedication and attendance. Mr. Price then asked guests to introduce themselves and state the purpose for their attendance.

05. BOARD STAFF'S REPORTS

A. Board Appointment Updates

Dee Settar formally welcomed Clark Howells of Baltimore City as the most recent appointee to the Board and noted that Clark knew the other Board Members and staff due to his tenure as Chesapeake Water Environment Association (CWEA) Liaison.

B. Revenue & Expenditures Update

Dee Settar presented the running revenue and expenditures as of July 31, 2022. She noted that the appropriations were substantially lower than previous years. She noted that the normal Exam appropriations are \$50,000 in order to meet our contract obligations; and are currently showing a difference of \$30,000. A meeting is scheduled with the Water Supply Program accountant and MDE OFS (Office of Fiscal Services) on August 19, 2022 to discuss the consistency of revenue to meet contract obligations.

The appropriations draft is due to MDE Office of Fiscal Services, who are still closing out month (13) thirteen FY22. Dee opened the floor to questions and the Board Chair asked why the significant

difference in the ABC Exam contract appropriations. Dee Setter replied that several contributors include: money attributed to fewer applications, incorrect data entries, and the EPA expenses work plan allotment for new the Database, which was completed in-house. The Revenues and Expenditures are as follows:

FY23 Appropriations (draft)	\$250,771.00
Unreconciled Cumulative Revenue	\$14,200.00
Cumulative Expenses	\$10,913.93
Encumbrance	\$44,401.97

C. Board Initiatives & Inquiries

a. Email Tracking / Certification Update

Dee advised that Board staff begin using a new database to email certifications versus mailing hardcopies via USPS. Jay Price asked if Exam results will be emailed as well. Dee Setter explained that the Exam database faced IT challenges in generating Exam results letters. As inquiries come in, Martin Fuhr manually generates exam results to send via USPS. Board staff faces challenges with incorrect email addresses for operators, which cause bounce backs and hinders productivity in providing exam results electronically. Once the Board moves to the online portal, exam results will be accessed online to improve and assist operators' with exam-related inquiries. Connie Luffman asked if the results turn-around time column can be listed on MDE's website; Dee suggested that the Board staff can place an expected exam results mailing date on the website and amend the status of exam class capacity with exam results released based on a five week turn-around time. Dee asked to table discussion for making changes at the next Board meeting.

b. New Superintendent Training

Dee Setter mentioned that the mandatory new Superintendent training will be held on October 12, 2022 via Video Conference via Google Meet virtual platform. Dee outlined the proposed Morning and afternoon sessions Agenda and presenters for upcoming Superintendent training, and advised Board Members to attend. Dee will send a link to Board Members who would like to attend. Dee Setter and Board staff will introduce more innovative engagement for a virtual platform during this year's training.

06. REVIEW OF APPLICATIONS RECEIVED

Martin Fuhr presented application for Experience Credit.

William Bowen

William Bowen provided information requested by the Board to further evaluate his request for a full operator Water 4 certification based on his hours of service as a fully certified Wastewater 5A operator. He' currently holds a temporary Water Treatment class 4, full certification Water Treatment class 3,

Wastewater Treatment class 5A, Water Treatment class 5AS and previously passed his Water Treatment class 4 exam on 07/31/2022. Dee Settar consulted with Board Council in suggesting further discussion of future regulations changes concerning experience credit in closed session. Board Council suggested Board staff submit a written request, pending a definitive reply of the Boards' requests. After presenting the information, the Board decided Mr. Bowen's experience was sufficient to approve his request. Bruce Darner made a Motion to approve 6 months of experience credit towards his Temporary Water Treatment class 4 Certification and seconded by Doug Abbot. The motion carried unanimously with Board Members Joseph Wright and Hiram Tanner abstaining.

07. NEW BUSINESS

A. Operator Certification- EPA Conference

Dee Settar introduced MDE-ETAD staff Virgiline Ongkingco, Georgella Samu, and Narges Afshari-Sarabi to share information received from EPA 2022 National Operator Certification Conference held in Alexandria VA. The conference covered the following: Operator certification, contract operator guidelines, operator training, testing, workforce recruitment and capacity development. EPA will offer (2) two new CEU online training classes on their drinking water training website. Thirty four states were represented at the conference held on August 10th, 2022 through August 12th, 2022. Each state gave a brief overview of their NPDWR's for Operators.

B. Board Meeting Schedule

Dee Settar discussed Board meeting schedule changes and attendance for September, October and November. It was suggested that October's Board meeting be moved from in-person to virtual and November be changed to In-person at MDE; allowing for remote attendance as an alternate for those who can't attend in-person. Jay Price suggested to adopt the changes to the Board schedule for October and November. Doug Abbot motioned to adopt changes and Hiram Tanner seconded the motion. The motion carried unanimously.

08. OLD BUSINESS

A. Comments on Exam Documents

Dee presented proposed acknowledgment statement to be posted on the website for examinees to be read prior to taking the exam. Board Council comments were minor enough to discuss in open session and suggested the examinee has read and understands the statement, and a signature is prudent for both electronic, PSI online and paper exams. Dee Settar suggested a new protocol should be that the statement should be listed both online as Martin Fuhr proctor's exams; examinees should be required to sign date and print their name on the exam. Any exams that are not signed will not receive results. Board Members discussed amending common business practices verbiage for examinees and the importance of cohesive language with ABC's verbiage and for all platforms pertaining to cell phone admittance in the exam space. The Board decided to table the vote until the next meeting on an

acknowledgment statement pending Board Council review of revisions by Board Secretary Dee Settar.

B. TRE Report

a. New Training Class Approval Request

Martin Fuhr presented a training application received. He outlined the two hour training class request submitted by MES. After a discussion, Ben Thompson moved to adopt the recommendations of the subcommittee. Doug Abbot seconded the motion. The motion passed unanimously with Joseph Wright abstaining. A list of approved courses will be posted on the Board's web page.

b. TRE Policy Update

09. DISCUSSION WITH BOARD LIAISONS AND GUESTS

Scott Harmon, MRWA - Advised the Association hired a new Energy Efficient Technician. MRWA will be attending (Tri-Con) Tri-Association conference in a few weeks and will be hosting a small water systems class in October. MRWA upcoming events include the National Water Pro Conference; online registration to be held September 27th, 2022 through September 29th, 2022. He also reminded attendees about the National Rural Water Association Conference at National Harbor on September 21st, 2022 and recommended everyone attend. MRWA has a small systems class for operators.

Bruce Darner, WWOA - Advised that 35 people attended the Training held at WSSC on July 27th, 2022. WWOA training held in Thurmont had 37 in attendance. Scholarships were awarded to Short Course attendees.

Jay Price, CSAWWA - Advised that (Tri-Con) Tri-Association conference to be held August 30th, 2022 through September 2nd, 2022. Registration is now open for the Mid-Atlantic Utilities Conference to be held at Maryland Live on October 25, 2022 if anyone was interested in attending. CSAWWA will offer future scholarships available for operators.

10. BOARD VOTE TO MOVE INTO CLOSED SESSION

Pursuant to General Provisions Article ("GP") § 3-305(b), on a motion made by Ben Thompson and seconded by Doug Abbot, the following Board members Ben Thompson, Bruce Darner, Hiram Tanner, Eric Dutrow, Doug Abbot, Ed Hogan, Connie Luffman, and Joseph Wright voted in favor to move into closed session on August 18, 2022 at 12:45 PM via Google Meet video/ teleconference for the purpose of complying with certain provisions of the Open Meetings Act. Board Chair Jay Price abstained and the motion carried

11. ADJOURNMENT

Ben Thompson moved to adjourn the open meeting at 12:44 PM. The next meeting will be held on **September 15, 2022 Video Conference Meeting held via Google Meet.**

CALL TO ORDER AND PURPOSE OF CLOSED MEETING

With a quorum present, Chairman Jay Price called the meeting of the closed session to order at 12:50 PM to perform administrative functions, pursuant to the following provisions of GP § 3-305(b):

GP § 3-305(b)(2) - To protect the privacy or reputation of individuals concerning a matter not related to public business

GP § 3-305(b)(7) - To consult with Board Counsel to obtain legal advice

During the closed meeting, the following Board members were present: Jay Price, Ben Thompson, Bruce Darner, Hiram Tanner, Eric Dutrow, Doug Abbot, Ed Hogan, Connie Luffman, and Joseph Wright. The following MDE staff were also present during the closed meeting: Jenn Bowman, Dee Settar, Martin Fuhr, and Pamela Franks. The following Board Members were not present: Tony Sierra and Clark Howells.

TOPICS DISCUSSED DURING CLOSED MEETING

Board Members continued discussing the security breach of the 5A Exam.

The August 18, 2022 Open Meeting Minutes were approved by the WWSO Board on October 20, 2022